



*Defense Travel System*



# **Defense Travel System Command Briefing**

**<Location>**  
**<Date>**

**<Name>**

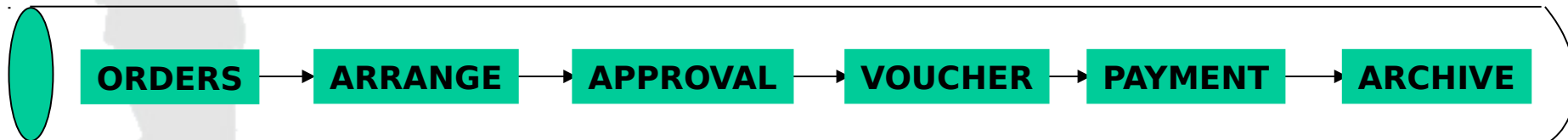
**<Title>**

**PMO-DTS**



- **Sep 93:** National Performance Review recommended re-engineering of DoD Travel
- **Jul 94:** OSD implemented DoD Task Force to Reengineer Travel; resulted in publication of “Report of the DoD TF to Reengineer Travel” (Red Book).
- **Dec 95:** PMO-DTS established as OSD Special Interest Initiative; “proof of concept” pilot site deployments authorized
- **May 02:** DTS received full Authority to Operate (ATO) by Designated Approval Authority (DAA); DTS designated an Acquisition Category IAM program
- **Dec 03:** DTS received signed DTS Acquisition Decision Memorandum (ADM) and Initial Operating Capability (IOC).

**A seamless, paperless, temporary duty travel system that meets the needs of travelers, commanders, and process owners.**



**Fully integrated end-to-end travel & financial management system for D**

## Management Initiative Decision

No. 921

October 18, 2004



“Requires DoD Components not to use paper-based or automated legacy TDY travel processes when the full DTS (including travel reservations module) is fielded at each location”

*Paul Wolfowitz*

/s/ Deputy Secretary of Defense

## Organization

- Travelers like it – easy to use – **paid in 2-3 days**
- Rapidly create authorizations and vouchers
- Web-based access - personalized on-line reservations & itinerary changes for airline, lodging, and rental cars
- Detailed pre-travel entitlement computations
- Decentralizing travel approval with electronic routing
- Simplified TDY regulations (Appendix O, JTR/JFTR) and embedded policy compliance
- Electronic receipt retention

## Component Services/DoD Agencies

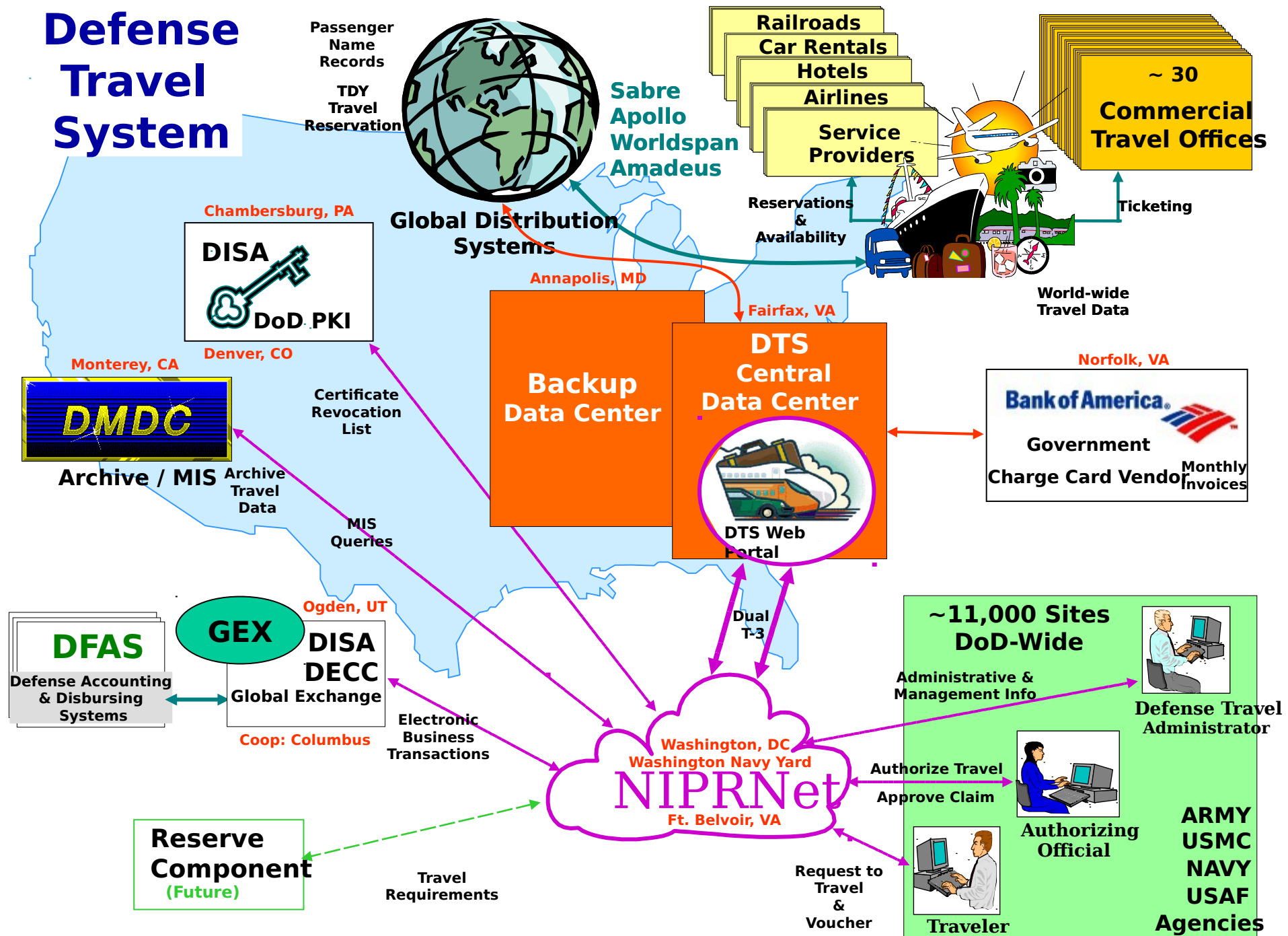
- Cost savings
  - 2003 economic analysis – direct savings **\$56M / year**
- Visibility of trends and compliance
- Standard travel practices





# DTS vs. The Rest



# Defense Travel System







## Authorization and Voucher Process

# DTS Authorization Process

**Traveler/Admin  
inputs  
travel authorization  
in P**



**Interface with CTO  
for lodging, rentals  
transportation**



**Authorizing  
Official  
approves  
electronically**



**ATM advance  
as required**



**TDY**



**Traveler notified  
of completed  
authorization;  
prints as needed**



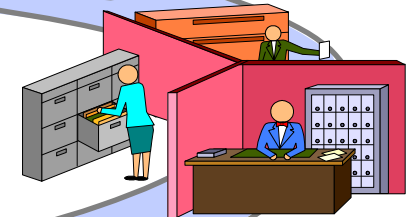
**Ticketing**

# DTS Voucher Process

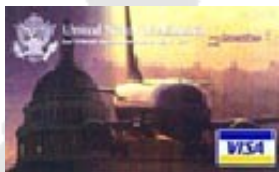
**Traveler creates  
voucher from  
authorization**



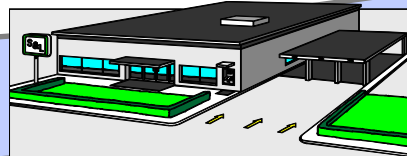
**Certifying Official  
reviews, approves,  
& certifies**



**Electronically  
sent to disbursing  
for processing**



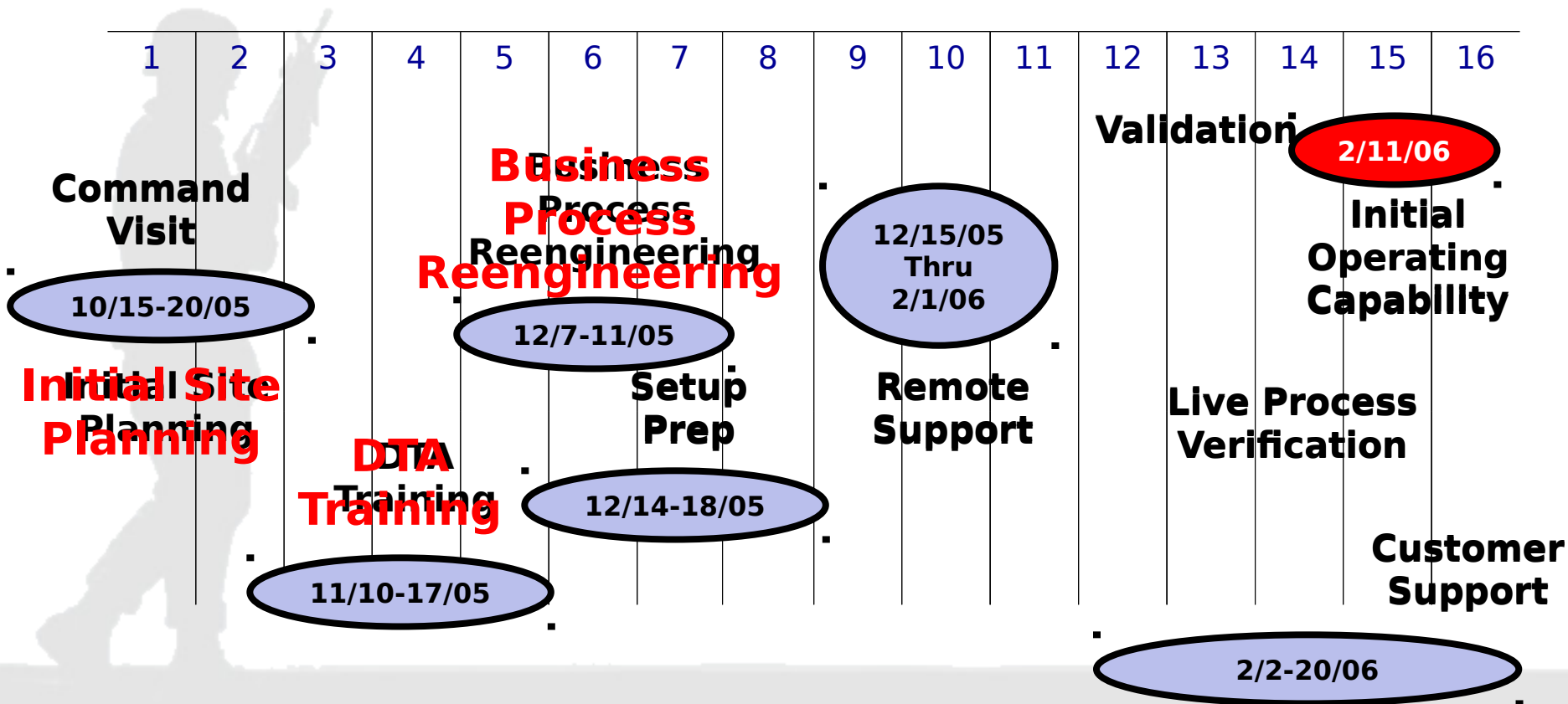
**Funds sent EFT to  
bank/credit union and  
"split" pays to charge  
card vendor**





# Fielding DTS

## Weeks





## **LDTA**

- Leads the overall implementation at the site
- Coordinates on-site activities for fielding team
- Develops training and proliferation plan
- Establishes site Help Desk

## **ODTA**

- Leads the implementation at the organization level
- Acts as key point of contact for LDTA
- Develops organizational training plan
- Assists with Help Desk issues
- Provides routine administrative maintenance

## **FDTA/BDTA**

- Creates budgets and lines of accounting (LOA)
- Determines the label names for the LOAs
- Reconciles DTS budget module
- Ensures debt collection actions

# DTA Skill-set Recommendations



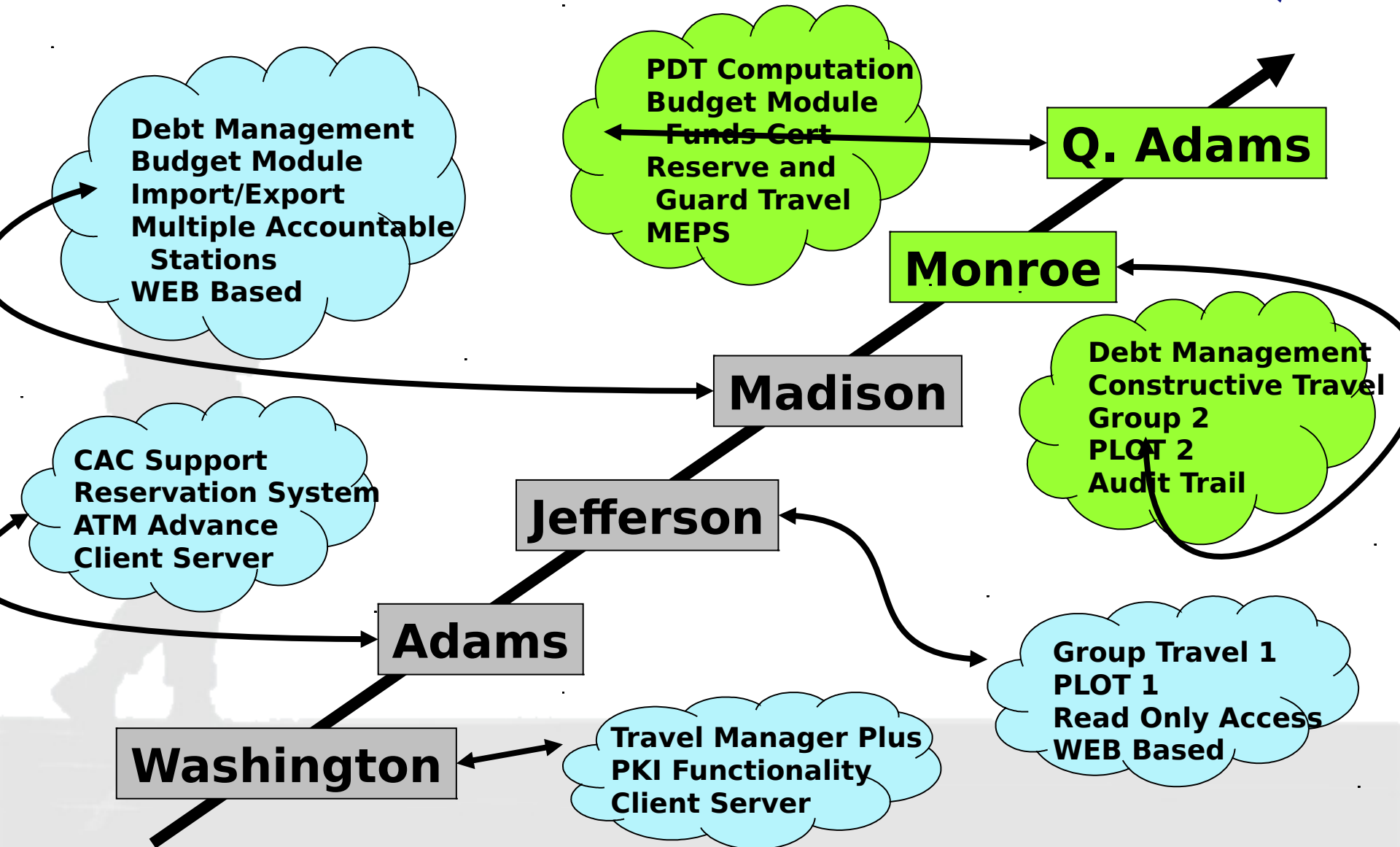
- Project management skills
- Leadership skills
- Communication skills
- Interpersonal skills
- Computer skills







# DTS Spiral Development



# Summary

- DTS is making significant progress in **reengineering DoD's travel processes** and meeting its vision for a seamless, end-to-end, electronic system
- DTS has a proven fielding capability
- DTS is operational and evolving to meet the needs of the user community

# Questions?



**Defense Travel System**

- Home Page:  
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  - 241 18<sup>th</sup> Street
  - Arlington, VA 22202



Defense Travel System

# DFAS

*Your Financial Partner @ Work*





# Site Fielding Schedule



	Date	Event		Description
	1/12-1/15	CV	Command Visit/ Initial Site Planning	Executive overview and buy-in; Review initial planning activities
	2/12-2/15	DTA	DTA Training	Train the site lead and organizational DTA personnel on how to use and administer DTS
	Date	BPR	Business Process Reengineering	A general reengineering effort to -Define current "as is" process/rules -Create "to be" DTS process/rules -Prepare site for using the Setup Wizard
Self Registration	Date	Setup Prep	On Site Support	The PMO Site Lead works with the site to start the initial setup of the site's organizations with the Setup Wizard
	Date	Remote Support	Off Site Support	Site continues work on organizational shell, group structure, routing lists and LOAs using the Wizard
	Date	Val	Validation	Setup data is validated and moved into production status and LPV planning is finalized
	Date	LPV IOC	Live Process Verification	Ensure end-to-end system is working prior to full operational use at site - Site begins using DTS
	Date	CS	Customer Support	PMO Representative onsite to assist with any issues and training.